

HEAD START PARENT INVOLVEMENT COORDINATOR

DEFINITION: Under general supervision, performs administrative work of moderate difficulty in planning, developing and coordinating the Head Start Parent Involvement Program, Family and Community Partnerships in accordance with mandated performance standards and regulations; formulates and implements policies and monitoring and evaluation systems designed to ensure parent involvement objectives, family and community partnerships; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, coordinates and implements program activities, including training for parents on child development concepts, formulating goals and policies designed to implement parent involvement objectives, and developing and implementing a monitoring and evaluation system for parent involvement activities; coordinates planning with the policy council, parents, community and center staff; identifies, informs and assists parents in utilizing education and training opportunities; assists teachers in scheduling meetings with parents to discuss the child's physical, social/emotional and intellectual progress; encourages, supports and provides technical assistance to parent interest groups in addressing community needs; identifies community resources to meet the needs of families and children; plans and coordinates training with local providers.

Facilitates direct involvement of parents in program planning, implementation and evaluation, decision-making responsibilities and active participation in the classroom; assists in recruiting, training, assigning and scheduling parent volunteers; consults with administrators and staff to determine program needs for various volunteer services; orientates and trains parent volunteers; visits centers to update all teachers, staff and parents on upcoming meetings, training, events and conferences; transports or makes travel arrangements for parents to participate in meetings or conferences; conducts home visits to inform parents of upcoming events or program progress; prepares required reports.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal regulations and mandates, state and Navajo Nation laws, policies and procedures related to Head Start Parent Involvement Programs and Family and Community Partnerships.

Knowledge of Navajo culture and its influence on the daily lives of the children and family.

Knowledge of recruitment strategies and training methods.

Knowledge of adult education and presentation methods and practices.

Knowledge of policies and practices for parent representatives and committee members.

Knowledge of record keeping and file maintenance methods and practices.

Skill in planning and providing parental involvement information to families with children ages three through five years.

Skill in working with parents, grandparents and volunteers in providing and meeting children's needs.

Skill in overseeing, monitoring and directing staff in providing recruitment information to participant families.

Skill in maintaining accurate and current records and reports.

Skill in establishing and maintaining effective working relationships with others.

THE NAVAJO NATION

Class Code: 3650
Community Education and Counseling Series
Head Start Group
Overtime Code: Non-Exempt
Pay Grade: 62

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work may require lifting up to 50 pounds; exposure to children and their diseases; and driving in all types of weather and road conditions to transport children and families to conduct home visits in remote areas of Navajo Nation.

MINIMUM QUALIFICATIONS: An Associate's degree in Social Services, Education or related field; and two (2) years of responsible family social services or community experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

SPECIAL REQUIREMENTS: Must pass a criminal background check, fingerprinting and employee assessment prior to employment; must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aide Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit, and complete Supervisory Management Training. Some positions may require a commercial driver's license.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages.